March 24, 1964

The Honorable Theodore R. McKeldin Mayor of Baltimore Maryland

Dear Nr. Mayor:

As a result of our conference with you in the fall of 1963, a study of minority group employment within City government was made. The findings reflect only a trend, revealing the percentage of Negroes employed in the several departments, bureaus, agencies and/or administrative units, pertaining to the classified and unclassified.

The Commission feels that these findings, although general in nature, are sufficient to identify certain areas where the ratio of employment is such as to suggest that additional investigation is necessary in order that an accurate determination may be obtained as to whether or not these practices are in compliance with the law.

We hasten to report that the departments, bureaus, agencies and/or divisions have been most cooperative in supplying the information requested. We feel assured that the information is complete with but one exception. We have reason to believe that the report from the Bureau of Parks omitted several hundreds of employees of that Bureau. The questionnaire reflects only ten employees who are shown to be employed in the Administrative and Engineering Division, The vast number of per diem employees, doing various assignments with the Bureau of Parks, has not been reported.

The following sections will reveal, in general, a picture reflecting the employment pattern by race within the sixty-three departments, bureaus, agencies and/or administrative units surveyed:

The following departments, bureaus, agencies and/or agencies with ten or more employees, having no Negroes in
employment, are:

Audits

Department of the Comptroller Central Payroll Division Municipal Telephone Exchange Real Estate Division Revenue Control Division Municipal and Zoning
Bureau of Building Construction of the Department
of Public Works
Administrative and Engineering Division of the
Department of Recreation and Parks

II. The following departments, bureaus, agencies and/or divisions with a total of ten or more employees, having less than 5% of Negroes in employment, are:

Assessments
Civil Defense
Accounts and Disbursements of the Department of the
Comptroller
Law Department
People's Court
Bureau of Tests of the Department of Public Works
Receipts Division of the Department of the Treasurer

III. The following departments, bureaus, agencies and/or divisions with a total of ten or more employees, having less than 10% of Negroes in employment, are:

Civil Service Commission

Department of the Comptroller Cost Division Disability Compensation

Post Mortem Examiners

Department of Public Works
Office of Director
Maintenance Division of Bureau of Building Inspection
Mechanical-Electrical Services
Surveys

Transit and Traffic

IV. The following departments, bureaus, agencies and/or divisions with a total of ten or more employees, having less than 15% of Negroes in employment are:

> Baltimore Museum of Art City Council Fire Department Planning and Zoning

Department of Public Works
Bureau of Building Inspection
Transportation
Water Supply

V. The following departments, bureaus, agencies and/or divisions with a total of ten or more employees, having less than 20% of Negro employment, are:

Aviation
Bureau of Purchases of the Department of the Comptroller

VI. The following departments, bureaus, agencies and/or divisions with a total of ten or more employees, having less than 25% of Negroes in employment, are:

Civic Center Commission

Department of the Comptroller Market and Comfort Stations Municipal Post Office

Bureau of Highways of the Department of Public Works

VII. The following departments, bureaus, agencies and/or divisions with a total of ten or more employees, having more than 25% of Negroes in employment, are:

City Hospitals
City Jail
Education
Health
Pratt Free Library

Department of Public Works Sanitation Sewers

Department of Recreation and Parks
Recreation
Music

Although the survey indicates that, of the 9,448 classified employees in the sixty-three agencies, bureaus, departments or administrative units, 3,183, or 33.7% are Negro, further analysis of the information reveals that better than 90% of the total number of those classified are found in only five departments. They are Education, City Hospitals, Fire, Health and Recreation and Parks. Additionally, 2,361 classified Negro employees, from the Department of Education and City Hospitals in the main, are performing duties, such as custodial work, hospital attendance service, engineering, and laundry work. Although these are classified employees, as such it is likely that very few of these jobs are above Salary Grade 29, which is in the five thousand dollar bracket. As a matter of fact, most of these positions are below Grade 24, which is the four thousand dollar bracket.

In view of the foregoing, we recommend that the Commission be authorized to investigate immediately those departments, bureaus, agencies and/or divisions with no Negroes in employment (Section I

above). Additionally, the Commission recommends that it be authorized to investigate departments, bureaus, agencies and/or divisions in the order as listed in Sections II, III, IV, V and VI. Finally, the Commission recommends that it be authorized to investigate those departments of Section VII as follows: Education, City Hospitals, Health, Sanitation and Sewers.

The Commission submits the following as an alternative to the recommendations contained in the previous paragraph. In lieu of a more definitive investigation, you may do the following: Call in all department, bureau, agency and/or division heads, revealing to them the findings of this survey and directing the aforementioned to work toward creating a better racial balance with reference to the ratio of white and Negro employees, and taking appropriate steps to assure greater utilization of Negro employees, where qualified, in the higher job classifications. It would be significant to require, of the responsible persons indicated above, detailed information, reporting by race the numbers of persons in each of the job classifications within their department, bureau, agency and/or administrative unit. A follow-up report, after an interval of six months, should be requested to determine what changes, if any, have been accomplished.

Attached to this letter are the following appendices: (A) Survey of City Departments re: Minority Group Employment - Percentage breakdown by race; (B) Survey of City Departments re: Minority Group Employment - Numerical breakdown by race and classification; (C) Survey of City Departments re: Minority Group Employment - A breakdown of vacancies by job classifications and promotions by race for the period 1958 through 1963; and (D) Report totals received from the Department of Public Welfare and BURHA, arriving after the compilation of that information included in A, B & C of this survey.

Sincerely yours,

Samuel T. Daniels, Director For: H. Warren Buckler, Chairman

Enclosures - 4 STD/gmf

	Married .	7
1	0	
1	D	1

CITY			TOTAL		NUMBER OF EMPLOYEES							
DEPARTMENT		lassifi Service			Laborers			Unclas- sified		Total	•	REMARKS
	W	N	Other	W	N	Other	To to	M	N	N	Other	
ASSESSMENTS	52	2	· 1						52	2	1	
AUDITS	26								26			
AVIATION	61	21	6	38	3				99	24	6	
I L BOND LIC. COM'R.	1								1			
BALTO, MUSEUM OF ART	46	8					23	1	69	9		
CITY COUNCIL	17	2							17	2		Clks, nominated & approved by Council
Pinancial Review	1						1		2			Dir. sel'd by special statutory board
CITY HOSPITALS	717	914							727	914		
CITY JAIL	119	55							119	55		
CIVIC CENTER COMM.	28	9		10 -			40 -		28	9		Part-time ushers, ticket takers, etc.
CIVIL DEFENSE ORG.	20	1							20	1		
CIVIL SERVICE COMM.	42	3							42	3		
COMM. ON THE AGING	1								1			
GUMPTROLLER Executive Division	3						1		4			Comptroller (elected)
Accts. & Disbursmats.	23	1							23	1		
Central Payroll Div.	49		1						49		1	
Cost Division	41	4							42	4		
Disability Compensa.	. 8	1		*			3		11	1		Physicians (3)
Harbor Master	3								3	4		
Harket & Comfort Sta.	22	6	100	5	1		,		27	7		
Municipal P.O.	7	2							7	2		

DEPARTMENT		assific										
		ervice		Laborers			Une:	las-	To	tals		REMARKS
	W	N	Other	W	N	Other	W	N	W	N	Other	
COMPTROLLER (Cont'd) Nunicipal Tel. Ex. 1	19								19			
Purchases	43	6		1	2				44	8		
P-al Estate Div.	14								14			
Actenue Control Div.	12	-					-		12	-		
COMPTROLLER (Sub-Total) (2	244)	(20)	(1)	(6)	(3)		(4)		(254)	(23)	(1)	
EQUAL OPPORTUNITY COMM.	3	1							3	1		
ECONOMIC DEV. COMMISSION	3			`					3			
EDUCATION	616	1447		243*	58*				859	1505		*Includes skilled mechanics
EMPLOYEE'S RETIREMENT	15								15			
FIRE DEPARTMENT 18	876	233							1876	233		
BEALTH 3	392	208					148	61	540	269		Part-time Clinic Physicians & Other
LAW DEPARTMENT	70	2					2					City Solicitor & Deputy (appointed)
LEGISLATIVE REFERENCE Records Management	9								9		N. T.	
JEOFY.	4								4			
MUNICIPAL MUSEUN							3	2	3	2		
MUNICIPAL & ZONING APP.	6						5		11			Nembers (5)(appointed)
OFF-ST. PARKING COMM.	1								1_			
erphans · court							1		1			
PEOPLE'S COURT	52	1							52	1		
PLANNING & ZONING	51	6	1						51	6	1	
POST MORTEN EXAMINERS.	32	2							32	2		
PRATT FREE LIBRARY							392	166	392	166	1, 2,	

SURVEY OF CITY DEPARTMENTS RE: MINORITY GROUP EMPLOYMENT

CITY DEPARTMENT	The state of the s	lassifi Service		Laborers			Unclas- sified			Totals		REHARKS		
701 70.3.7.00.	W	N	Other	W	N	Other	W	N	W	N	Other			
PUBLIC WORKS Office of Director	9	1					1		10	1		Director (appointed)		
Mdg. Construction	52						1		53			Bureau Head (appointed)		
ldg. Inspection	215	27	1				1		216	27	1	Bureau Head (appointed)		
Haintenance Div.	190	16							190	16				
Highways	160			399	143		1		560	143		Bureau Head (appointed)		
MechElec. Sys.	42	1		134	12		1		177	13		Bureau Head (appointed)		
Sanitation	80			773	458	4	1		854	458	4	Bureau Head (appointed)		
Severs	158	- 2		211	143		1		379	145		Bureau Head (appointed)		
Surveya	108	11	1				1		109	11	1	Bureau Head (appointed)		
Tests	50	1	2				1		51	1_	2	Bureau Head (appointed)		
Transportation	49	4		24	6		1		72	10		Bureau Head (appointed)		
Water Supply	224	6		446	84		1		671	90		Bureau Head (appointed)		
PUBLIC WORKS (Sub-Total	1335	69	4	1987	846	4	11		3333	915	8			
RECREATION & PARKS Adm. & Eng. Dive.	10								10					
Recreation	82	157		4	59				86	216				
Manie	1						80	76	81	76		Musicians (156)Part-time		
REC & PARKS (Sub-Total)	(93)	(157)		(4)	(59)		(80)	(76)	(377)	(292)				
TRANSIT & TRAFFIC	200	16							200	16				

CITY DEPARTMENT	TOTAL NUMBER OF EMPLOYEES											
	C	lassifi Service			Laborers			Unclas- Totals sified				REMARKS
	W		Other	W		Other	¥	H	¥		Other	
REASURER Municipal Socurities	8		ned participal segres page 18 mil in Participal segres segres page 18 mil in Participal segres segres page 18			angunganin assasininga air dha airlea ann da an ann a	1	o magninga tintaga sa kinga	9	ning Augholikyadalaha atropy isa	to a definistrativo de manda de la constitución	Treasurer (appointed)
	103	4					-		103	4		
AN RENEWAL & BOUSING FAR MEMORIAL		AMERICA DE LA CALE					7	2	7	2		
POBUR CONNESSION	2								2			
CONTROL CONVISSION	7	1_		-					7			
TOTALS:	6253	3182	13	2278	969	4	678	308	9209	4459	17	BURHA & Welfare Dept. not included
PERCENTAGES:	66.2	33.7	.1	70.1	29.8	.1	68.8	31.2	67.3	32.6	.1	

MOTE: The personnel of the following agencies does not come under the City merit system, although they receive funds from the City by Board of Estimates approval: Baltimore Museum of Art, Flag House, Enoch Pratt Free Library, Municipal Museum, Orphans' Court, war Memorial and Walter's Art Gallery. The personnel of those agencies which did return the questionnaires are listed under "Unclassified." The Beltimore Museum of Art is the exception in that it has both "Classified" and "Unclassified" employees.

PART II - FAGE 1 OF 4

CITY		VAGANC	IES		11	ESTED I		· Selfreggenskippide S		MOTIONS 58-1963		RECRUITMENT POLICIES		
Department	Class.		Cler.	Lab.	Class. Sy.		Cler,	Lab.	Lower		Grade Other	AND IM-SERVICE TRAINING		
ASSESSMENTS	5	2	3				i programia di sales, que estada de la del		15		1	CSC - Annual School for Assessors		
AUDITS	3	3			2	2			14			CSG		
AVIATION	4							3	22	3	1	CSC - Labs. thru Hayor's Office On-the-job training		
L BOND LIC. CON'R.												CSC		
BALTO. MUSEUM OF ART			1		44	20	24		5	3		CSC - Promote from within		
CITY COUNCIL												Clks. nominated & appr'd by Council		
Financial Review	macrim. Joseph Special Springer			AMERICA								CSC - Dir. sel'd by special board		
CITY BOSPITALS	168				485				268	323		CSC, MSES, prof. schls., orgs., etc. Schls. of Frec. Nursing, X-Ray Tech; Special work shops & refresher cour- ses in tech. & prof. specialties.		
CITY JAIL					30 (oz	19 12 0	pproved)							
CIVIC CENTER COMM.	1				3	1	1	1	1	1		CSG		
CIVIL DEPENSE ORG.	1		1		1							CSC		
CIVIL SERVICE COMM.	1		1		5	2	3		15	2		Open exams Ads. in 2 local papers including notices to Afro-Amer Some regrimms. by oping. depts.		
COMM. ON THE AGING	1		1			or the saidh did on the saidh						CSC		
COMPTROLLER Executive Division					1		1					CSC		
Acets. & Disburgants.					2		2		5			csc		
Central Payroll Div.	3		3						7			CSC		
Cost Division	1				3				9	2		CSC		
Disability Compensa.									1	1		CSC		



		in the second property of the second		1	entenden, produkter er en				and the sequence of the sequen	11	
CITY		VACANC	IES	R	NEW POSIS				otions 8–1963	REC	RUITMENT POLICIES
departmen t	Class. Sv.		Cler. I		Spe.	Cler.	Lab.	Lower-H	igher Grade N Other	IN	AND SERVICE TRAINING
COMPTROLLER (Cont'd) Harbor Master								e.		CSC	
Market & Comfort Sts.	1									cs c	
Municipal P.O.			and the second s			, construction of the constitution of the last				csc	
anicipal Tel. Ex.		prijevenje v vikeletje spragtijske "- Pilotoge	en markitina mondi kanangan di di kandan mengan dan				rapating days in a Magazin an jumpura di Ma	2		CSC	
Purchases	1			2				1	4	csc	illes in mit passen til hen hal i ligge sammet i til helgingsmars än veltathypsissans nesse mit som til se fill fill helgings til se
Real Estate Div.	11			5 (Disallowe	ed)		12	te y 1940 h diffe de para especia en 1947 de por comunicación está de para es una de la consta	CSC	er i nelfhannannafallanda kan ann ar arlannaga apaga nagalann ann ar dhann ar ar bhann an dhann a fha bhliain
Revenue Control Div.			galanderrifferetetele (ha felor en calpentidade) - follor					7	ns reflectivity des superférence de démonstrate de activité de la participa de la constitution de la constitut	csc	
ECONOMIC DEV. COMM.			i, a antificili afficili forgazioni di instrumenta di esperio di esperio di instrumenta di esperio di esperio Les allestes e dell'esperio di esperio di esp					2			
EDUCATION						ungstatell Millione etalen Billione					n virole dispullation della grafi della conducto provincia della conductationa della conductoria della
EMPLOYEES' RETIREMENT		unció de como lugar paparada de la como lugar paparada del como lugar paparada de la como lugar paparada de la como lugar		1	1			2	replacification (in the place is the property of the property of the place is a property of the place in the p	CSC	
EQUAL OPPORTUNITY COMM.	4	4		6 (oz)	4 y 3 allow	2 red)				CSC	-
FIRE DEPARTMENT	40			6				303	7	CSC	
E TR	20	16	4		19 y 3 allow resent tis		he			CSC - Train: particularl; health nurs	ing for all personnel, y sanitarians & public
LAW DEPARTMENT	5	2	3	7	6	1	gggg Ville Friit is bygg tygdig olin fill fan villen	21		CSC	
LEGISLATIVE REFERENCE Records Management	1				en e		1			csc	
Library		والمراجعة المراجعة المراجعة المراجعة المراجعة								CSC	
MUNICIPAL MUSEUM	1	iilgagantiisin aasalatigaan ihkiiltansain in		2					givin il Minterappore vince i Antogo con vince di l'imperitori dell'imperitori i dell'Antogo i	CSC	te Million and Broken Angles (1984) (1984) in the page of the Report of the Angles of
MUNICIPAL & ZONING APP.	3	2	1	1	1	na ocu yanga makapa dalah kancar da dalah gira	n kanasta esta kirjangian projektilan arat hija			cs c	
OFF-ST. PARKING COMM.				2	2					CSC	